



ACRS TIME SHARING REQUEST FORM

PRIVACY ACT STATEMENT: The information is solicited under authority of Title 38, United States Code and Executive Order 9397 and is necessary to accomplish the action requested by the requester, including establishing, modifying or deleting a Time Sharing Customer Account. Furnishing the information on this for, including your Social Security Number, is voluntary; however, if the information is not furnished, we will be unable to take further action on your request.

NOTE: Information from this form is used to establish a Time Sharing Account.

1. ACTION REQUESTED (Check only one of the three items)



CREATE NEW CUSTOMER



MODIFY EXISTING CUSTOMER



DELETE EXISTING CUSTOMER

2. CUSTOMER INFORMATION

A. NAME

Enter your name

B. TIME SHARING CUSTOMER ID

Leave this blank

C. SOCIAL SECURITY NUMBER

Enter your SSN

D. TELEPHONE NUMBER (Include Area Code)

Enter your office telephone

E. FACILITY (STATION) NUMBER/SUFFIX

OGA

F. MAIL ROUTING SYMBOL OR STOP CODE

AF users enter: 061

AR and Navy users enter: 062

G. JOB TITLE

Enter your job title

H. SUBSYSTEM APPLICATION FUNCTION CODE (SAFC)

26D2

I. IF FOR CONTRACTOR, OR IF TEMPORARY ACCESS, SHOW EXPIRATION DATE (Month, day, year)

Leave this blank

J. EMPLOYER (For Contractor or Other Government Organization)

Enter Army, Navy or Air Force

K. OFFICE ADDRESS (Street, City, State, Zip Code, for Contractor or Other Government Organization)

Enter Your Office Address

Proxy Server Address: Enter Your Proxy Server Address
(Contact your System Administrator for the Proxy Server address through which your Internet traffic flows. If there is none at your MTF, enter the IP address of your worksite computer.)

NOTE: See reverse for instructions.

3. FUNCTIONAL TASKS

CHECK APPROPRIATE BOX		FUNCTIONAL TASK CODES	CONCURRING SYSTEM MANAGER OF RECORD (SMR) DESIGNEE SIGNATURE & TITLE (If required)
ADD	DELETE		
		1NARA84--FTP MRS	Check the ADD box if the user will FTP index files
		1NARA85—MRS Record Order	Check the ADD box if the user is authorized to look up and to ORDER records from the MRS
		1NARA86—MRS Look-up only	Check the ADD box if the user is <u>only</u> authorized to LOOK UP records on the MRS but may not submit record orders
			Send the completed form to:
			National Personnel Records Center
			Attn: NRPS-Rademacher
			9700 Page Ave., Room 2076
			St. Louis, MO 63132

4. SIGNATURES

REQUESTING OFFICIAL & TITLE Obtain your boss's signature/title	DATE Enter date
APPROVING OFFICIAL & TITLE Obtain approving official's signature/title	DATE Enter date
SECOND APPROVING OFFICIAL & TITLE (If required)	DATE
FACILITY POINT OF CONTACT	DATE